

TOWN OF ALLENSTOWN AND PEMBROKE
Joint Tri-Town Board
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
March 11, 2015

Call to Order.

The Joint Tri-Town Board Meeting for March 11, 2015 was called to order by the Chair at 6:30 p.m.

Roll Call.

Present on the Board: David Jodoin, Shaun Mulholland, Paige Lorenz, Stephanie Locke, Harold Paulsen, Bob Bourque and Dana Pendergast.

Others Present.

Tri-Town Staff: Chris Gamache

Approve minutes of previous meeting(s).

The minutes of January 14, 2015 were tabled until the next meeting.

Approve expenditures.

Motion. David Jodoin to approve the payroll manifest for 2/19/15 seconded by Chief Pendergast.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Motion by David Jodoin to approve the Accounts payable manifest for 3/3/15 seconded by Mr. Bourque.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Motion by David Jodoin to approve the accounts payable manifest for 3/12/15 seconded by Chief Paulsen.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Approval of Purchase Orders

Mr. Gamache discussed the purchase order #15-003-001 for the second cardiac monitor. Motion made by Chief Paulsen seconded by Mr. Bourque. Director Gamache explained that we would not be expending any funds until 2016. Motion by Chief Paulsen to rescind his motion, seconded by member Bourque.

Motion by Member Paulsen seconded by Member Bourque to approve the contract with Physio in the amount of \$5712. Member Bourque would like to see the detailed contract to insure what we are getting.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Adoption of New Policies

Director Gamache explained the chain of command chart. There was some concerns over the way the chart flowed.

The Board decided to review the Chain of Command policy. This takes the organization chart and narrates it. The Board recommended some minor changes to the policy and directed the Director to finalize the changes.

Motion by Member Bourque to approve the policies as amended, seconded by Member Locke.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

The Board next discussed the collection policy in great detail.

Motion by Member Bourque to approve the policies as amended, seconded by Member Locke.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Payroll Procedures

This policy will explain how the employee will be paid and their requirements for filling out the proper paperwork and timesheets.

Motion by Member Lorenz to approve the policies as amended, seconded by Member Locke.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Uniform Policy

The Board reviewed the policy there being no questions;

Motion by Member Bourque to approve the policies as amended, seconded by Member Pendergast.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Assistant Director Job Description

The Director explained that this is a needed position so that the service can be managed in the Directors absence.

Motion by Member Pendergast to approve the policies as amended, seconded by Member Bourque.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

COLA Increases

Member Paulsen made a motion to give all employees a COLA adjustment effective April 1st of 1.5%, Member Bourque seconded.

Director Gamache explained where the funding would come from and the projections.

The Board discussed the COLA in great detail and looked at alternatives to implementing in April.

After much discussion the motion was called for.

A Roll Call Vote was taken: Mr. Mulholland-No; Mr. Pendergast -No; Mr. Jodoin – No; Ms. Lorenz –No; Ms. Locke – No; and Mr. Paulsen – No; Mr. Bourque - No. The Chair declared the Motion failed.

Appointment of Assistant Director

Director Gamache recommended appointing Stephanie Locke to the position of Assistant Director. The Director stated that originally when the position became vacant he had thought about posting it both internal and external. He later changed his mind and felt that he already had a candidate from within.

Motion by Member Bourque to enter non public session in accordance with RSA 91-A:3 II (b) the hiring of any person as a public employee, seconded by Member Paulsen.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Non Public Session 8:10 PM.

The Board re-convened their meeting at 8:34 PM.

Member Pendergast made a motion to hire Stephanie Locke as the full time Assistant Director effective March 22nd at the rate of \$21.50, seconded by member Bourque.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Director's Report.

Volume in February was low and is starting to bounce back in March. The budget was discussed. The Director discussed an employee Bob Johnson who was requesting to go from Part time to per-diem.

Member Bourque motioned to have Robert Johnson go from Part time to per diem, Member Paulsen seconded.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

The Director stated that Edward Higgins is requesting to go from per diem to part time. The Director recommended that this be approved.

Member Pendergast motioned to have Edward Higgins go from Per diem to part time, Member Bourque seconded.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes; Mr. Bourque - YES. The Chair declared the Motion passed.

Discuss ComStar revenue report.

Mr. Jodoin explained the amount that has been collected currently as well as the receivable.

Board Membership

The Chairman discussed the current situation with a Board member now becoming an employee. In the Intermunicipal agreement it calls for an election by the employees. The Director will work with the Chairman to finalize.

Status of TTVEMS Closeout

There was a letter that was sent by the Chairman to all of their Board members. The Chairman received a call and a letter from their President stating that the new EMS Board could take possession of their files and dispose of them according to statute and they would be closing out their organization.

Motion. Member Pendergast made a motion to adjourn. Member Paulsen seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Mulholland-Yes; Mr. Pendergast -Yes; Mr. Jodoin – Yes; Ms. Lorenz –Yes; Ms. Locke – Yes; and Mr. Paulsen – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:02pm.



SHAUN MULHOLLAND